

# **Instructions for 5th Congressional Service Academy Applicants**

In order to be considered for a nomination, you must submit the following:

1. Completed application with all required documents. Please visit Congressman Lamborn's website for the fillable form at:  
<http://www.lamborn.house.gov/constituent-services/academy-nominations.htm>

**\*Please do not submit an additional resume\***

**\*\* PLEASE DO NOT** put your application in a binder or special folder for presentation purposes. Simply place a binder clip or paper clip on the upper left corner – No staples\*\*

2. A single spaced, 12 point font, 500 word essay explaining your reasons for seeking a nomination to an academy. We have provided a place for your essay on the final page of the fillable application form. Please be aware that this essay **is scored** and therefore can affect your overall ranking.

3. **Three (3)** letters of recommendation. One can be from your principal or counselor; the others from teachers, employers, ministers or other community leaders. Please ask that they use their official letterhead, if applicable, and to provide their name, address, phone and email on their correspondence. Please gather all of your recommendation letters and submit them with your application. Letters may be sealed in an envelope for privacy. People who write your letters of recommendation may also scan and email them to Elizabeth Tapia at [Elizabeth.tapia@mail.house.gov](mailto:Elizabeth.tapia@mail.house.gov). If you are home-schooled, please submit letters from community leaders, ministers, etc.

4. High school and/or current higher education transcripts. **Your un-weighted GPA and class rank must be included** either on your transcript or on your application.

5. Copies of your ACT and or SAT summary reports. There is a section to input your scores on the application as well. If you retake the tests – you may email those updated results (even after the application deadline date) to Elizabeth Tapia at [Elizabeth.Tapia@mail.house.gov](mailto:Elizabeth.Tapia@mail.house.gov)

**The deadline to submit your completed application packet is Friday, September 9, 2016**

Applicants will be asked to attend an interview mid to late October. You will be notified of the exact date and time **via email**.

**You may mail your completed application to:**

**Congressman Doug Lamborn  
Attn: Elizabeth Tapia  
1125 Kelly Johnson Blvd., Suite 330  
Colorado Springs, CO 80920**

Phone: (719) 355-7565

Fax: (719) 520-0840

Questions? Contact the Academy Nomination Coordinator, Elizabeth Tapia at:  
[Elizabeth.Tapia@mail.house.gov](mailto:Elizabeth.Tapia@mail.house.gov) (subject line: Academy Application Question)

## **This is what your completed application should look like**

### Application page order

- Cover page (you can insert a digital photo under your name on a Word document page)
- Application (the last page of your application is your Essay)
- High school transcript
- Standardized test scores (if not listed on transcripts)
- 3 Letters of recommendation (no more than 3 please)
- Clip together on the upper left corner (no staples please). Do not place in a presentation folder or binder.
- Do not submit an additional resume.

